
ACCOMMODATION GUIDELINES FOR STUDENTS WITH LEARNING DIFFERENCES

POLICY ON STUDENTS WITH DISABILITIES

Students who have a qualifying disability that may affect their pursuit of a Washington College education are eligible to receive reasonable academic accommodations. Accommodations for students with documented disabilities will be tailored to meet the student's individual needs and will comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and with subsequent federal legislation pertaining to the disabled and their rights. Requests for accommodations and/or variation in degree requirements, accompanied by appropriate supporting documentation, should be submitted in writing to: Andrea Vassar, Director of Disability Services and the Office of Academic Skills, Washington College, 300 Washington Avenue, Chestertown, Maryland 21620, avassar2@washcoll.edu, 410-778-7883, and fax: 410-778-7884.

SUPPORT STATEMENT FOR STUDENTS WITH LEARNING DIFFERENCES

In conjunction with Washington College's *Policy on Students with Disabilities* (see Washington College catalog), the Office of Academic Skills (OAS) is the College's designated provider of support services to enrolled students with documented learning differences in compliance with federal statutes as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973. In this role, the Office is committed to providing reasonable accommodations in order to help students gain equal access, resources, advocacy and collaboration to all Washington College academic programs.

DOCUMENTATION REQUIREMENTS AND ELIGIBILITY

Washington College students with disabilities, who desire to receive reasonable and appropriate services, must identify themselves by presenting current, comprehensive documentation of their disability to the Director of Disability Services and the Office of Academic Skills.

Documentation of the disability must be from an appropriate professional source, verifying the nature of the disability, its functional impact, and the need for specific accommodations. The Director reviews the documentation to determine its eligibility, and will notify the student if it is complete or if additional information is needed. The documentation is confidential and will not be added to the student's academic file. Specific questions and concerns regarding documentation and

eligibility should be directed to Andrea Vassar at 410-778-7883 or avassar2@washcoll.edu. All inquiries will be treated confidentially.

OVERRIDES, EXEMPTIONS, AND SUBSTITUTIONS

A student may petition the Office of the Provost and Dean for substitutions of foreign language requirements (including placement testing) and math substitution if student documentation directly states a learning difference or shows substantial evidence in testing related subscales extreme difficulty in areas related to learning or speaking a foreign language and processing math. The student should consult with the Director of Disability Services and the Office of Academic Skills and submit appropriate documentation which verifies a foreign-language or language-based learning disability. The Director will forward the request to the Office of the Provost and Dean.

ACCOMMODATIONS

In order to ensure appropriate and reasonable accommodations, students should visit the Office of Academic Skills (OAS) to meet with the Director during the first or second week of each semester. During this meeting the Director and student will review the necessary academic needs and accommodations for each course for the semester. The result of this meeting will be the “Accommodations Letter to the Professor,” a letter that aids the student and professor in the discussion of her/his academic accommodations. Some accommodations, such as audio textbooks or other assistive technologies, could take longer to arrange so the student should request these during the semester before they are needed.

ACCOMMODATION MATRIX

Accommodation	Person Responsible for Providing Accommodation	Description
Extended time for tests, quizzes, and/or in-class assignments	Professor and/or OAS	Time and a half or double time. Finals- time and a half only. Please note that it is “extended” time--not to be confused with “unlimited time” or “un-timed.”
Separate, distraction-reduced rooms available for testing	OAS	Quiet, low-distraction environment or private testing environment.
Use of computer/tablet for in-class written work and/or tests	Student	To assist with written work (note-taking), or written portion of tests (essay questions).
Permission to use a calculator during tests	Student	Simple addition, subtraction, multiplication and division functions.
Scribe (to record in writing what is dictated by the student)	OAS and/or Student	Responses can be dictated directly to the OAS Director, designated scribe, or into Dragon Naturally Speaking software.
Preferential seating	Professor	Designated seat in front of class where professor can be seen and in hearing range.

Note-taker	Professor, OAS, and Student Volunteer	The professor will ask the class for volunteers to take notes via announcement in class or email. The volunteer will come to OAS to get the necessary materials, sign up and get paid.
Audio recorded lectures	Student	With professor permission, allowed to record lectures.
Audio/digital textbooks	Student and/or OAS	The student, with the assistance of the OAS, contacts appropriate websites, the publishing company, or campus bookstore, and orders audio/digital textbooks (should be done in prior semester).
Kurzweil Reader (3000)	Student, OAS, and Office of Information Technology (OIT)	The Kurzweil 3000 Reader is a windows-based software program that offers a comprehensive set of tools customized to accommodate diverse learning abilities, even foreign language learning. Most popular features include the ability to hear, see, track and understand what you are reading; and correct what you are writing.
Dragon Naturally Speaking (9)	Student, OAS, and Office of Information Technology (OIT)	Allows you to talk to a computer while it types (dictate) into any program that accepts text. Most popular uses are: composing letters, memos, or sending email messages.
Livescribe Smart pen	Student	With professor permission, allowed to record lectures and take notes with digital smart pen.
Other OAS services	OAS	The OAS offers individual and group tutoring, individual study and learning strategies appointments with the Director; and study skills workshops/presentations on-campus. Take advantage of the services the OAS offers all Washington College students!